Abstract: Briefly describe what the data set is about (who, what, where, when). Include any limitations of the dataset, assumptions made, and if there is anything special that the user of these data should be aware of.

Purpose: Briefly describe why the data set was created.

Date: The date or range of dates when the data were gathered, or the date the photos, maps or other items at the core of the data set, were created.

Point of Contact: Contact information for an individual or organization that is knowledgeable about the data set. Include:
    Person's Name: Complete first and last name
    Organization's Name: Program, administrative unit, and agency, company, or group name
    Telephone Number: Including Area Code
    E-Mail address:

Field Definitions: List and define each field used in your shapefile, database, or spreadsheet.

    Abbreviation Definitions: For any field that contains numeric or alphabetic codes (e.g., SAC = Sacramento County), list each code/abbreviation and provide an unabbreviated definition.

Access Constraints: Is there a need to limit who has access to see or read this dataset? If so, specify. If not, put "**None**".

Use Constraints: Is there a need to limit the use of this dataset to certain people or to specific tasks? If so, specify, If not, put "**None**". Also include how the data should be cited, if you want something specific.

Data Distribution: Can your data be distributed? If yes, to who?

Progress: Complete **or** Incomplete**.**

Update Frequency: Possible values are: **Continually, Daily, Weekly, Monthly, Annually, Unknown, As Needed, Irregular, None Planned**, or …..

If you are providing a GIS file (shapefile, etc), these next 2 items are often defined as part of that file, but you'll need to make sure.

Projection: What is the Projected Coordinate System name?
    California Teale Albers *(preferred)*
    Latitude/Longitude
    State Plane
    UTM

Datum (or Geographic Coordinate System):   Which Datum is the projection in?
    NAD83   **(GCS_North_American_1983)** *(preferred)*
    NAD27   **(GCS_North_American_1927)**
    WGS84   **(WGS_1984)**

Keywords (optional):   Words or short phrases summarizing an aspect of the data set, used to allow people to find your dataset with quick keyword searches.
    Theme   Subjects covered by the data set.
    Place   Geographic locations characterized by the data set.

July 18th, 2007